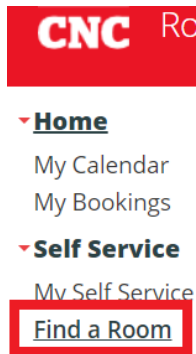


How to Book CNC Library Study Rooms

- 1) Go to <https://roombookings.cnc.bc.ca>
- 2) **Log in** with your CNC username & password
- 3) In the Self Service menu, click *Find a Room*



- 4) Make sure Booking Type is *Library Study Room*
- 5) Select duration (length of time; maximum 3 hours), then start time, then end time

The three screenshots show the 'Availability' form with the 'Duration' and 'Between' fields highlighted. The 'Duration' field is set to '01:00' and the 'Between' field is set to '12:00 PM' and '1:00 PM'.

- 6) Click *Verify Calendar*
- 7) Click on the date you want to use the room
- 8) From the list of available rooms, click on the room you want

Click on a row to select a room

Campus	Building	Room	Capacity	Description	Characteristic
PG	MAIN	2-713	4	A-V and Educational Support Services	Print Enlarger, TV and DVD Player, TV and VHS Player, Whiteboard
PG	MAIN	2-730	5	Reading Room	Whiteboard
PG	MAIN	2-731	5	Reading Room	Whiteboard, Window

